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21 SEP 1962

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report
for AUGUST 1962

1. The attached tables and charts reflect some of the activities of certain components of the Office during AUGUST 1962.
2. The statistics in the tables are compiled by the component concerned and refer to the current month.
3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, work loads, and activities from the beginning of the current fiscal year to date.
4. Following are noteworthy items for the month:
 - a. The mission, functions, operating procedures, and requirements of the O/DCI Security Staff were reviewed and redefined by the Director of Security. This matter was coordinated with the Deputy Director (Support) and the Executive Director. The operating manual utilized by Agents assigned to this Staff was also revised and brought up to date.
 - b. A survey of the entire Office personnel situation was conducted for the purpose of assessing the proper utilization of manpower in connection with the Agency Manpower Task Force review. The Task Force was briefed in detail by the Director of Security concerning functions, work load, and utilization of personnel strength within the Office.
 - c. Staff work was accomplished and a reply for the signature of the DCI was prepared in connection with recommendations made by the President's Foreign Intelligence Advisory Board concerning leaks within the community.

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d. The Deputy Director of Central Intelligence and the Deputy Director (Support) were briefed regarding the NRO complex and the progress and operations of the Special Security Clearance and Policy Center.

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f. A three weeks' training class for eight new Investigators was instituted and completed.

g. To achieve manpower economies, the Night Security Office in the downtown area was discontinued.

h. The majority of 31 Summer employees assigned to this Office completed their tours of duty. The Director of Security addressed them and thanked them for their contribution.

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j. The annual program of changing Headquarters safe combinations was instituted.

k. Concentration of attention to the safety and security of the Headquarters building was maintained and took the form of recommendations for: elimination of safety hazards in connection with the emergency exits on the ground floor; elimination of a safety hazard involving pedestrian traffic moving to and from the West Parking Lot; conduct of a safety poster program; and, a general survey of the building and its equipment, from the standpoint of vulnerability to sabotage.

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l. Mr. [] returned to Headquarters after completing a tour as Deputy Security Officer for the Far East. He was assigned as Deputy Chief of the Interrogation Research Division.

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m. Security Records Division afforded indoctrination tours of its facilities to 50 persons, including the Deputy Director (Support).

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Executive Officer

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